



U.S. General Services Administration

# GSA QMAC

TransPort Integrator Service

## TSP Rate Procurement Filing Instructions

Version 2.0



## Change Log

Version #	Date of Change	Section	Description of Change	Changed By
1.0	5/7/2013	ALL		Crystal Kent
2.0	5/13/2013		Updated screenshots	Crystal Kent

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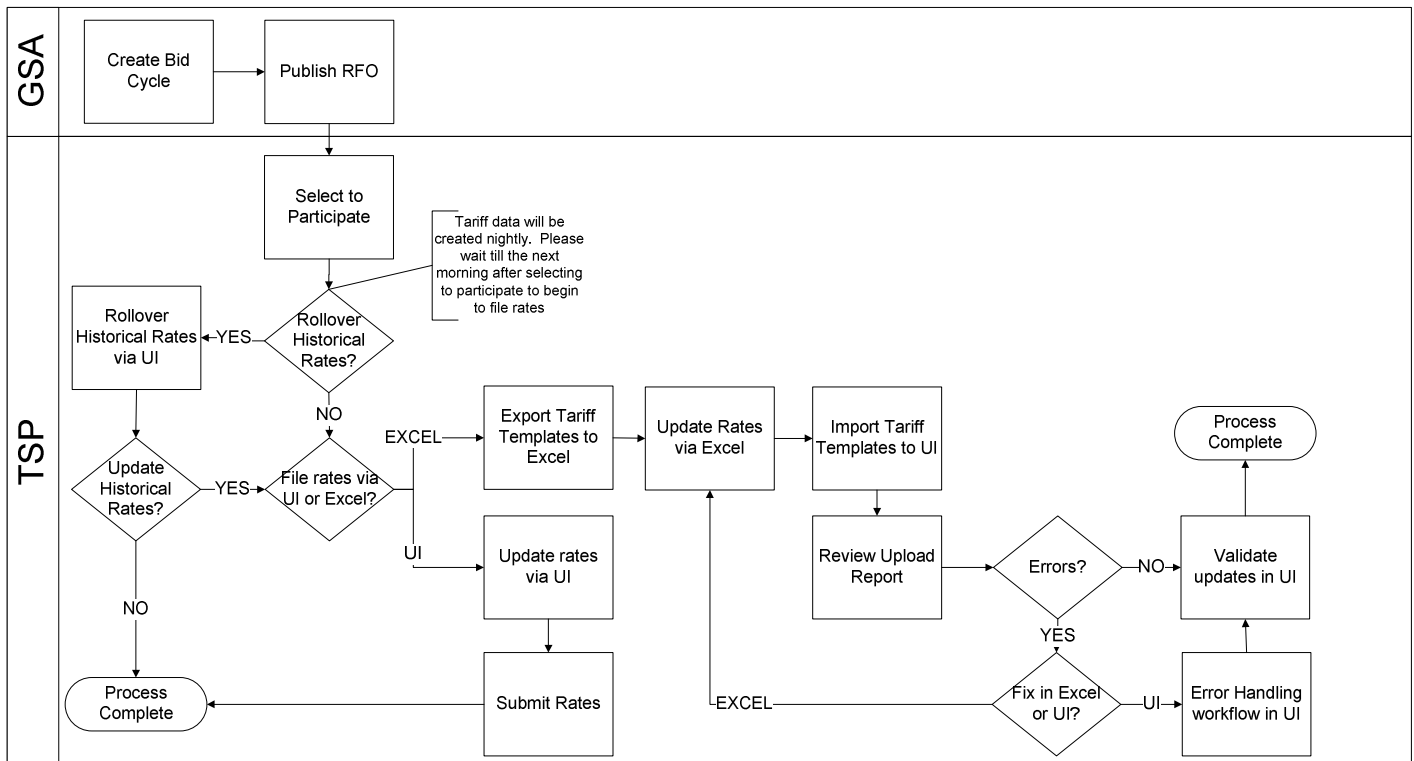
## 1 Before You Get Started

1. If you are a company/individual who files rates on behalf of multiple TSPs, when switching between TSP A and TSP B you must fully log out and close out of ALL Internet Explorer windows during the switch. This includes TPI and any IE window open containing non TPI related content. Internet Explorer saves cookies/history so if the entire browser and all windows open within it are not completely closed, when logging in as TSP B the system will still recognize you as TSP A not TSP B.

2. The specific contractual rules and all Standing Route Order (SRO) codes are listed in the Request for Offers (RFO). The purpose of this document is to provide instructions for how to use TPI to bid rates and it is assumed that this document will go hand in hand with the specific contractual solicitation provided in the RFOs and SROs.

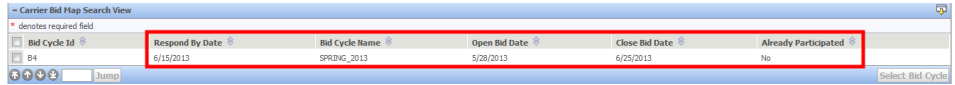
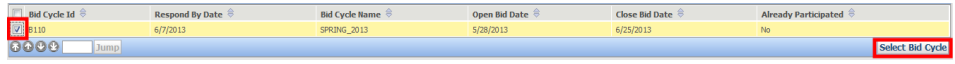

## 2 Rate Filing Process Diagram

The diagram below displays the end to end process flow of the Rate Filing process.



### 3 Select to Participate

The first step in the Rate Procurement process is to decide to participate in the current Bid Cycle. TSPs will be able to select to participate once the Bid Cycle is created by GSA.

Step	Screen	Procedure
1	Navigation Panel	Go to Rate Procurement > TSP Participation
2	Carrier Bid Mapping	<p>Any Bid Cycle available for participation will be displayed.</p>  <p><b>Respond By Date:</b> Last day to select to participate in the Bid Cycle, as defined in the SRO</p> <p><b>Open Bid Date:</b> The first date that the TSP can bid on the lanes in this Bid Cycle.</p> <p><b>Close Bid Date:</b> The last date that the TSP can bid on the lanes in this Bid Cycle.</p> <p><b>Already Participated:</b> Default display will be “No” since you have not selected to participate in the Bid Cycle yet</p> <p><b>Note: all corresponding times to dates are 11:59 PM ET (10:59 PM CT)</b></p> <p>To select to participate in the Bid Cycle, check the box to the left of the Bid Cycle and click <a href="#">Select Bid Cycle</a></p>  <p>Already Participated will now display “Yes”. The Bid Cycle selection checkbox will become grayed out and you will no longer be able to select or de-select this Bid Cycle.</p>  <p>If you decide later that you do not want to participate in the Bid Cycle <b>before any rates are submitted</b>, no action is required.</p>

## 4 File Rates

After the selection to participate in the Bid Cycle is complete, please wait till the next day to start filing rates. Tariff data needs to be created for your company and this will be done in a nightly batch process. Therefore, tariff data will not be viewable until this process is complete, which will be the next morning.

Note: GSA does have the capability to create tariff data at any time of the day. In a time sensitive case where there is not an option to wait until the next day to begin filing rates, please reach out to GSA.

Once the data is created the next step is to begin filing rates. There are three options for filing rates. Users are likely to use a combination of the following, based on their business needs:

1. Rollover all historic rates.
2. Enter data directly into the User Interface (UI).
  - a. This is only recommended when **all** or **most** historical rates are rolling over and only a few rates need to be updated, or if your company is only filing rates for a small number of lanes.
3. Export the data to an Excel Spreadsheet, make changes in Excel and then upload the file back into the UI.
  - a. This is the recommended option for mass updates.

When filing rates, the user should first determine if s/he plans to rollover most of their historic rates or if s/he will be making updates to most of their rates. If the user is going to be rolling over the majority of their rates, and then making small changes afterwards, the user will likely want to begin by using the rollover functionality. After rolling over the rates, the user can then use the search fields to select certain records to update manually via the UI or via an Excel export and import function.

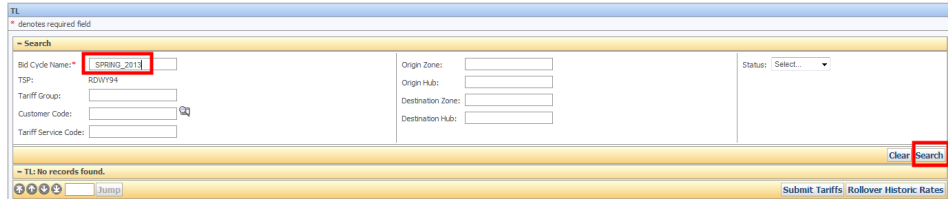
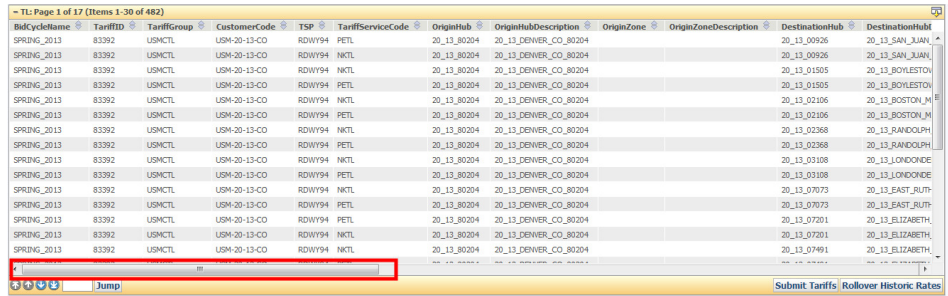
**The instructions below use TL as an example, but filing rates is the same process for TL, LTL, and Accessorial.**

### 4.1 File Rates through User Interface (UI)

When filing rates through the UI, it is important to note that due to security purposes the system **times out in 15 minutes if you do not click the Submit Tariffs button**. The system does not recognize data entry only as activity; data must be submitted to the system via the Submit Tariffs button to register activity. Any other button on the screen such as Search, Clear and Rollover Historical Rates will register activity as well, but it is recommended to save data every so often.

#### 4.1.1 Rollover Historical Rates

If a user has filed rates in the past and chooses to rollover those historic rates s/he will follow the process detailed below. Rollover functionality will override any updates that were previously updated and saved. Therefore, a user would most likely rollover their historic rates before they make any additional changes. However, if a user has made changes to specific lanes, and decides that s/he does not want to keep those changes, s/he can choose to rollover historic rates at any time to wipe out the other changes that were already made.

Step	Screen	Procedure
1	Navigation Panel	Go to Rate Procurement > TSP TL View
2	TL	<p>The screen will initially be blank. Complete the following required field:</p> <p><b>Bid Cycle Name:</b> Enter Bid Cycle Name</p> <p>Click <b>Search</b>. All TL tariffs assigned to the Bid Cycle are displayed.</p>  <p>Scroll to the right to view all the columns returned.</p> 
3	TL	<p>Upon scrolling you will discover there are only three fields that can be edited:</p> <p><b>Tender ID:</b> The four character TSP input into the new rate code. This is a <u>mandatory</u> field for any lane that will be bid on. Once submitted, these four characters will be joined with the SRO ID for the lane and will create the new Tender ID in TM.</p> <p><b>Rate Amount:</b> Monetary value per mile that s/he would like to bid. For example, if the TSP would like to bid \$1.45 /mile for a particular lane,</p>

s/he would enter 1.45 into this field.

**Minimum Charge:** Monetary value for the minimum charge that s/he would like to bid. For example, if the TSP would like to bid a minimum charge of \$200 for a particular lane, s/he would enter 200 into this field.

**NOTE: A more detailed description of all TL, LTL, and Accessorial columns can be found in Appendix A – Column Descriptions.**

\*Remember: we are using TL as an example. LTL and Accessorial will have different editable columns.

HistoricTenderID	TenderID	HistoricRate	RateAmount	HistoricMinimumCharge	MinimumCharge	Status	Up
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	
NONE		0.00		0		Not Updated	

The columns directly to the left of each editable column contain the historic data that will be rolled over. If there is no historic data, meaning no rate was previously filed for a particular lane, the Historic Tender ID will say “NONE” and both Historic Rate and Historic Minimum Charge will contain 0 for their amount.

If you do not want to bid on the lane, leave amount as 0 and the lane will be disregarded for current bid cycle.

### **To rollover rates for only specific groups of data:**

Use search fields to filter your data:

For example, to only rollover rates for Tariff Group USMCTL, enter that tariff Group into the search field and click [Search](#).

TL

\* denotes required field

Search

Bid Cycle Name: SPRING\_2013

TSP: RDWY94

Tariff Group: **USMCTL**

Customer Code: Qq

Tariff Service Code:

Origin Zone:

Origin Hub:

Destination Zone:

Destination Hub:

Status: Select...

Clear Search

After search results are returned, click [Rollover Historic Rates](#). The Tender ID, Historic Rate, and Historic Minimum Charge will roll over



for ONLY the lanes in selected search, which in this example is tariff group USMCTL.

- The wildcard (%) search feature can be used to search and filter data but MUST be removed before clicking Rollover Historic Rates button. If the wildcard is left user will receive error message. Be sure that you do not have a wildcard (%) in any of your search fields or the rollover function will not work successfully.
- User can create lists of data within searches using a comma. For example, to search for only lanes that start in zone 26 and 27, enter “26,27” into search field and click [Search](#).

Origin Zone:

Origin Hub:

Destination Zone:

Destination Hub:

### **To rollover rates for EVERY lane in the Bid Cycle:**

Make sure all search filters besides Bid Cycle Name are cleared and click [Rollover Historic Rates](#).

1 of 17 (Items 1-30 of 482)

HistoricTenderID	TenderID	HistoricRate	RateAmount	HistoricMinimumCharge	MinimumCharge
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0
NONE	NONE	0.00	0.00	0	0

When you click [Rollover Historic Rates](#), System Message reads "Successfully Rolled Over Historic Rates!" You do not have to also click Submit Tariffs, the Rollover Historic Rates Button performs an automatic

save.

Also notice the three columns to the right of Minimum Charge were updated to reflect the new status of the lane, the User ID of who performed the update and the Date/Time the most recent update was made.

TI

\* denotes required field

Successfully Rolled Over Historic Rates!

Search

Bid Cycle Name: SPRING\_2013

TSP: RDWY94

Tariff Group:

Customer Code:

Tariff Service Code:

Origin Zone:

Origin Hub:

Destination Zone:

Destination Hub:

Status: Select...

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HistoricTenderID	TenderID	HistoricRate	RateAmount	HistoricMinimumCharge	MinimumCharge	Status	UpdatedBy	UpdatedOn
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM
CP NONE	NONE	0.00	0.00	0	0	Updated	RDWYRP94	5/13/2013 11:11 AM

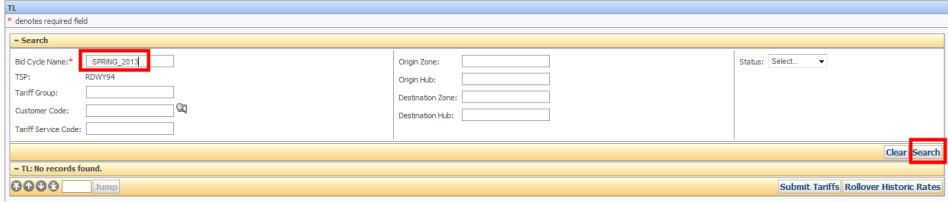
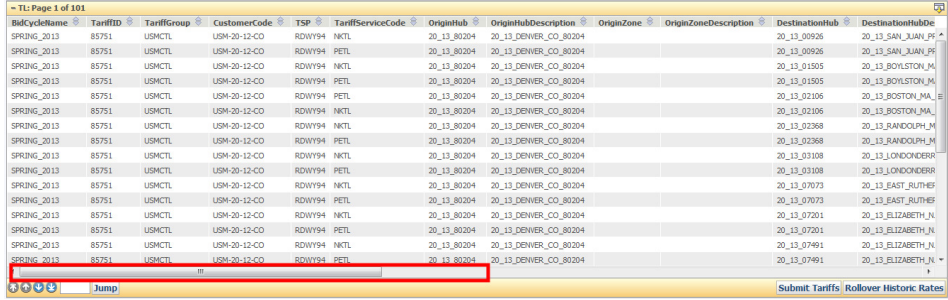
If there are no other updates, the process is complete. However, if you would like to make additional updates, follow the instructions in Section 2.1.2: File rates manually via the UI, or Section 2.1.3: Export Rates to Excel Spreadsheet.

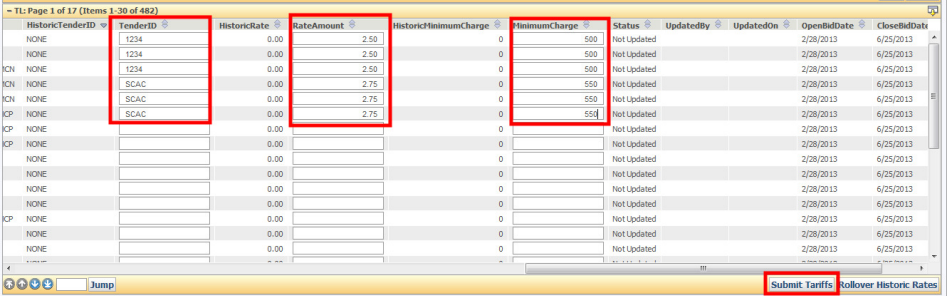
#### 4.1.2 File Rates Manually via the UI

There are a few likely scenarios in which a user would choose to file rates manually via the UI. These include, but are not limited to:

- A user wants to rollover existing rates and then make changes to a small group of records afterward, s/he will rollover all the rates and then make the additional updates directly in the UI.
- A user who has never filed rates before and only wants to file rates for a few lanes could also choose to file rates manually via the UI.
- A user who has just used the excel export option to update a mass number of records decides that s/he wants to make a change to a few of those lanes. After the excel import is complete and any errors are resolved, the user can make additional changes via the UI.

Step	Screen	Procedure
1	Navigation Panel	Go to Rate Procurement > TSP TL View

2	TL	<p>The screen will initially be blank. Complete the following required field:</p> <p><b>Bid Cycle Name:</b> Enter Bid Cycle Name</p> <p>Click <b>Search</b>. All TL tariffs assigned to the Bid Cycle are displayed.</p>  <p>Scroll to the right to view all the columns returned.</p> 
3	TL	<p>Upon scrolling you will discover there are three fields that can be edited:</p> <p><b>Tender ID:</b> The four character TSP input into the new rate code. This is a <u>mandatory</u> field for any lane that will be bid on. Once submitted, these four characters will be joined with the SRO ID for the lane and will create the new Tender ID in TM.</p> <p><b>Rate Amount:</b> Monetary value per mile that s/he would like to bid. For example, if the TSP would like to bid \$1.45 /mile for a particular lane, s/he would enter 1.45 into this field.</p> <p><b>Minimum Charge:</b> Monetary value for the minimum charge that s/he would like to bid. For example, if the TSP would like to bid a minimum charge of \$200 for a particular lane, s/he would enter 200 into this field.</p> <p>*Remember: we are using TL as an example. LTL and Accessorial will have different editable columns.</p> <p><b>NOTE: A more detailed description of all TL, LTL, and Accessorial columns can be found in Appendix A – Column Descriptions.</b></p> <p>Input any values or make any necessary updates to the editable fields.</p>



Once finished, click **Submit Tariffs**. System Message reads "Successfully Updated Tariff Data!"

**The Submit Tariffs button functions as a Save/Update. It is NOT a final submission of rates. Rates can be changed as many times as needed up until the Close Bid Date. There is no final Submit action that needs to be performed (whatever is saved in the system at that time will be automatically submitted).**

## 4.2 File Rates using Excel Spreadsheet

There are a few likely scenarios in which a user would choose to file rates via the Excel export and import option. These include, but are not limited to:

- A user wants to update a large set of rows quickly and easily.
- A user wants to use excel to apply a formula to uniformly change the historic data (e.g. decrease all rates by 5%)




**If you chose to file via excel export, Tender ID is not just a mandatory field for lanes you decide to bid on, it becomes a mandatory field for every row in the excel file. If you upload a file that has blank Tender IDs you will get an error message for every row that doesn't have a Tender ID. There are two ways to make sure not to get Tender ID error messages during an upload:**

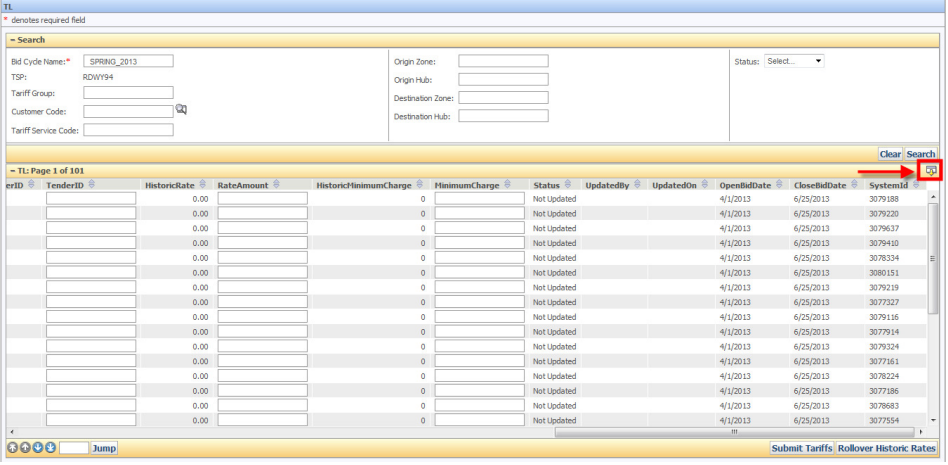
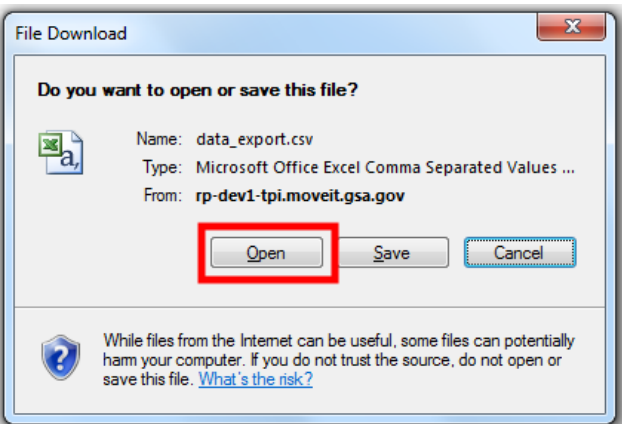
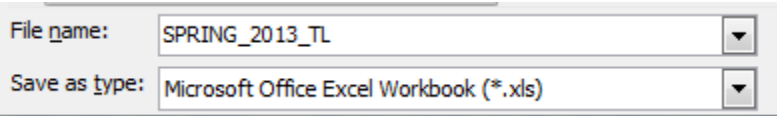
- 1. Rollover rates before exporting to Excel. During rollover, lanes that do not have historic Tender IDs will get populated with “null” and will be ignored when importing Tariff Templates back into TM.**
- 2. Delete rows that you do not intend to update (Note: If you do this, be sure to delete the full row, not to just to delete the contents of the row. Excel Tip on how to delete entire row vs just contents can be found in step 6 of Section 2.2.1)**

Note: The Excel file type that must be used with Rate Filing (.xls) has a 65,000 row limitation. This means that only 65,000 rows of data can be exported/imported at a time. If user attempts to export more than 65,000 rows, they will receive a pop up error message. On the pop up message, select “No”. In the case there are more than 65,000 rows of data that need to be exported, the data can be filtered into groups of data, for

example by Tariff Group, using the search parameters available and then the data can be exported/imported in groups.

#### 4.2.1 Export Data to Excel Spreadsheet

Step	Screen	Procedure
1	Navigation Panel	Go to Rate Procurement > TSP TL View
2	TL	<p>The search results will initially be blank. Complete the following required field:</p> <p><b>Bid Cycle Name:</b> Enter Bid Cycle Name</p> <p>Click .</p> 
3	TL	<p>All TL tariffs assigned to the Bid Cycle are displayed.</p> <p><b>Before exporting data to an Excel spreadsheet, users have the option to make edits in the UI such as performing a rollover or inputting individual values. If the export is done before any edits are made or before a rollover, all the editable columns will be blank. If the export is done after edits or a rollover, the editable columns will reflect the edit or rollover that was performed. For instructions on how to perform edits in the UI, see Section 2.1</b></p> <p>To Export the Rates to Excel and make updates in an Excel spreadsheet, Click the export icon </p>

		
4	File Download Pop Up Window	<p>File download pop up window will display. Click Open.</p> 
5	Excel Export File	<p>The Excel spreadsheet will open on computer. It is recommended to first save the file onto desktop or another known location before making edits. Make sure to do File &gt; <b>Save As</b> because the file format needs to be changed.</p> <p><b>File Name:</b> Can be anything. For example below the bid cycle name and service was used.</p> <p><b>Save as Type:</b> The spreadsheet is created as a .csv file. To upload back into TPI successfully it must be an Excel 97-2003 file (.xls). Therefore, it is recommended to immediately save the file as an .xls upon export to avoid complications later in the process. To convert the file, change the file format to .xls.</p> 

6

Excel  
Export File

Bid rates in the editable columns. The ONLY fields that you should be editing are as follows, and shown in yellow below (broken down by file type)

\***HELPFUL HINT:** highlight the columns which are editable as a visual reminder

**Truckload**

Column Q: TenderID

Column S: RateAmount

Column U: MinimumCharge

Q	R	S	T	U
TenderID	HistoricRate	RateAmount	HistoricMinimumCharge	MinimumCharge
AAAC	3	2	130	125
AAAD	3	2	130	125

**Less than truckload**

Column Q: Tender ID

Column S: SurchargePercentage

ColumnU: HeavyLTLPercentage

Column W: MinimumChargePercentage

Q	R	S	T	U	V	W
TenderID	HistoricSurchargePercentage	SurchargePercentage	HistoricHeavyLTLPercentage	HeavyLTLPercentage	HistoricMinimumCharge	MinimumCharge
AAAA	0	120	0	0	0	130
AAAA	0	130	0	0	0	130

**Accessorial**

Column L: RateAmount. **Please keep in mind accessorials have different units associated with them (distance, weight etc). For accessorials where the unit is a dollar (e.g. Charge ID 50, 75 etc), you are putting a rate per dollar. So, for example, for accessorial 75, if you bid a rate of \$1, and the value entered on the shipment for Charge 75 is \$20 then the calculation will be \$20X\$1 = \$20. However, if you put \$0.8 then the calculation will be \$20 X \$0.8 = \$16. To get a complete listing of all Accessorials and their associated units, please reference the STOS.**

Column N: MinimumCharge \* **NOTE: For accessorials that have range breaks, (ex: 1030) there can only be one minimum charge across all range breaks. If different minimum charges are submitted**

via the UI or Export, the system will automatically apply the minimum charge entered for the highest range break to all other range breaks.

K	L	M	N
HistoricRate	RateAmount	HistoricMinimumCharge	MinimumCharge
0	2	0	200
0	2	0	200

**NOTE: A more detailed description of all TL, LTL, and Accessorial columns can be found in Appendix A – Column Descriptions.**

A few important things to remember when editing the spreadsheet:

- DO NOT edit ANY column headers in row 1 or delete/move columns to different positions in any way.
- DO NOT edit any data in any of the columns that are un-editable in the UI.
- Rows CAN be deleted, however Do **not** just hit delete on your keypad, this functions as a clear contents, the row still exists and you will receive an Invalid\_System\_Id error for every row that still exists with no contents.. To delete a row, once the row is highlighted, right click and select Delete

\*EXCEL TIP: To delete multiple *consecutive* rows at once, select the first row to delete, hold down Shift + Control keys together and click the down arrow. Note any rows that have been filtered or hidden will be deleted.

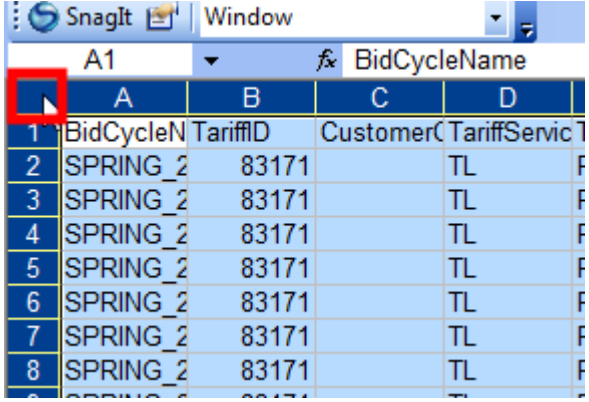
- CAN use formulas to populate the data, however any formulas used must be converted to values before uploading. The upload will abort if any of the formulas are left in the spreadsheet

\*EXCEL TIP: To apply data or formula from one cell in a column to all cells in same column below, double click the bottom right hand corner of the cell

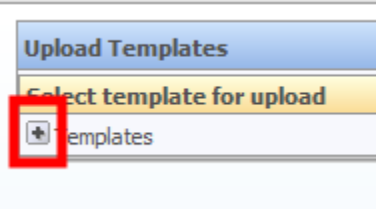
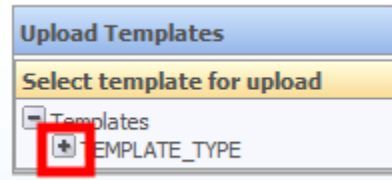
\*EXCEL TIP: To get rid of formulas in spreadsheet:

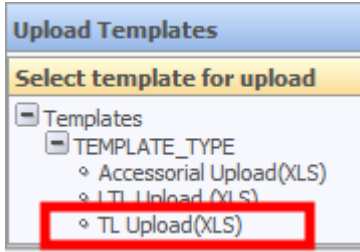
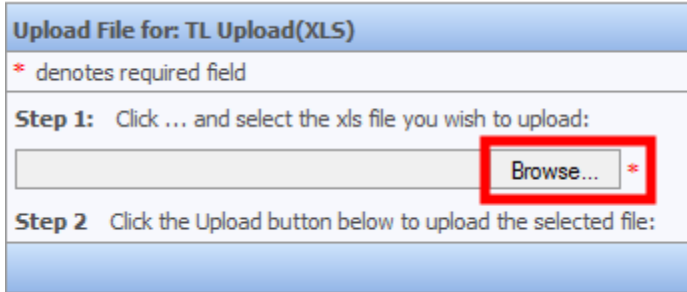
1. Select entire spreadsheet by clicking cursor in top left corner



		 <p>2. Right click and select Copy</p> <p>3. Right click and select Paste Special</p> <p>4. Choose the Paste as Values option and click OK</p>
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#### 4.2.2 Import Excel Spreadsheet

Step	Screen	Procedure
1	Navigation Panel	<p>When all edits are completed and the spreadsheet is ready to be uploaded back into TPI:</p> <p>Go to Rate Procurement &gt; Rate Upload Template</p>
2		<p>To select template for upload:</p> <p>Expand Templates by clicking on the plus Icon</p>  <p>Expand Template_Type by clicking the plus Icon</p>  <p>Select TL Upload (XLS)</p>

		 <p>*Remember: we are using TL as an example. Users need to select the appropriate type of upload (TL, LTL, or Accessorial). Note: If you try to upload a file with the wrong type of template, the file will abort upon upload.</p>
3		<p>To Upload the Excel file that was saved to your computer, click Browse.</p>  <p>Locate the file saved to computer and click Open. File populates in browse field. Click <a href="#">Upload</a>.</p> <p>System message reads "Your upload request has been submitted. Click the Report ID number below to check the status. A ReserveReport ID status indicates your file is in the queue. Once your upload begins processing, it will display on the Rate Upload Status Page." <b>The message it was successfully submitted should be interpreted as the request was submitted successfully, but there could be errors in the data that caused the file to abort or complete with gaps.</b></p> <p>Proceed to Error Handling Instructions below.</p>

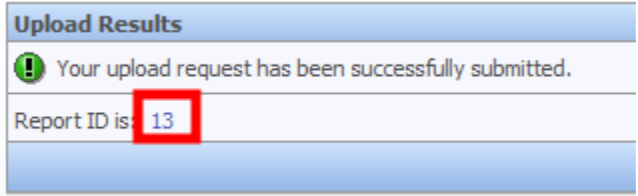
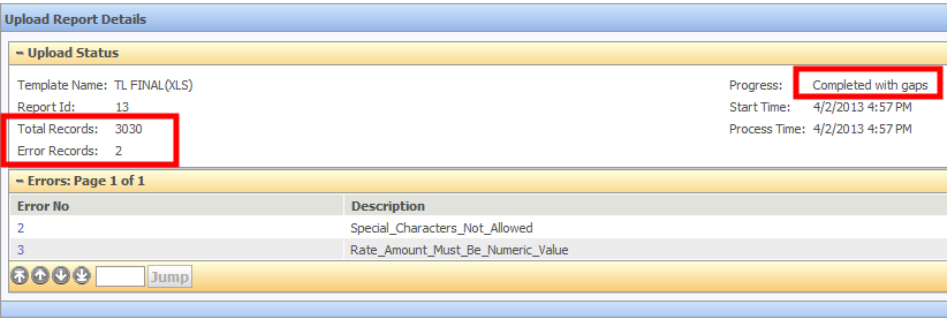
### 4.2.3 Excel Import Error Handling


There are two options to correct errors found in an Excel file:

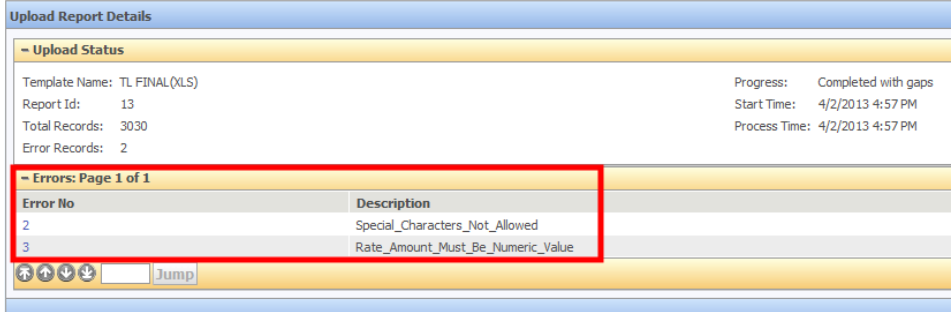
1. Make changes directly in Excel file and re-import file. The cases where this option is recommended are as follows:
  - a. File Aborted – no other option, must correct errors in Excel file
  - b. There are a significant amount of errors
  - c. Easily keep data consistent between Excel file and UI.
2. Use error handling workflow in UI. The cases where this option is recommended are as follows:
  - a. Few amount of errors

One thing to remember about fixing errors in the UI is that this does not automatically update your Excel file located on your computer. To keep the Excel file consistent with what is submitted in the UI, a user will have to either manually update the Excel file or can export a fresh file from the UI once all errors have been corrected since it will reflect changes.

Follow the process steps below to view report and then based on number/type of errors select which option makes more sense.


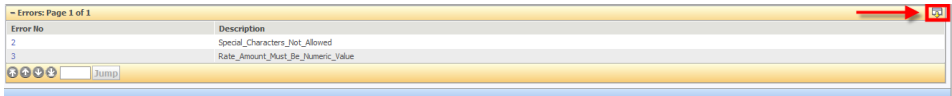
Step	Screen	Procedure
1	Upload Results	<p>Click Report ID hyperlink to go to the Upload Reports Details page to view the status of the upload and see if there are any errors.</p>  <p>The Upload Status section gives the progress of the import and will display any errors that are found in the file.</p>  <p>There are five types of progress the file can be in:</p> <p><b>Reserve Report ID:</b> The system is currently processing other files and your file is in queue to be processed. Once the file begins processing it</p>

		<p>will display on the Rate Upload Status Page. Please wait and check the Rate Upload Status shortly to view progress of file.</p> <p><b>Processing/Processing with Gaps:</b> This is an interim status. File is currently processing. Please wait until file is completely done being loaded. User will need to click the refresh icon  in the top right corner of the screen to see next status update</p> <p><b>Completed:</b> File has completed successfully with no errors. Error Records will display 0. Updates imported from Excel will be visible in the UI.</p> <p><b>Completed with Gaps:</b> File processed successfully but contains errors in individual cells. There will be a numeric value other than zero in the errors column. To view the errors, click the Report ID hyperlink and continue to next steps for error processing.</p> <p>Types of errors that will cause a file to become Completed with Gaps:</p> <ul style="list-style-type: none"> <li>• Special Characters in any field</li> <li>• Alpha Characters in monetary fields</li> <li>• Deleted Columns</li> </ul> <p><b>Aborted:</b> File did not process. Both Total Records and Errors Columns will display 0. When clicking the Report ID hyperlink the system does provide an error message, however the description for cause of error is not always clear.</p> <p>Types of errors that will cause a file to Abort:</p> <ul style="list-style-type: none"> <li>• The main reason is that the template was not recognized as matching the type of template selected. All the following reasons can cause the template to not be identified: <ul style="list-style-type: none"> <li>○ Deleted or Changed Column Headers</li> <li>○ Incorrect Template Type (Ex: TL vs LTL)</li> </ul> </li> </ul> <p>To view the template that RP is expecting to see, the user can go to Rate Procurement &gt; Rate Upload Template &gt; Expand Templates &gt; Expand TEMPLATE_TYPE &gt; Select their template type &gt; Click Template Details. All of the information displayed there must be included correctly for RP to recognize the file that it is uploading</p> <ul style="list-style-type: none"> <li>• Formulas left in individual cells (refer back to section 2.2.1, step 5 in for instructions to get rid of formulas)</li> </ul>
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		Files cannot be fixed in the UI if they are in an Aborted status. Please review Excel spreadsheet for types of errors listed above. The file will need to be uploaded again once errors are fixed.
		<p>The bottom section of the Upload Report Details page displays a list of errors found in the excel file.</p>  <p>Note: When the system validates data from Excel file, it will contain all errors within one row into a single Error No and will display the description for the first error it found in the row. For example, the screenshot above displays 2 for Error Records, however there are actually 3 errors in the excel file and 2 of them are contained within 1 row. The error handling workflow will direct the user to each error it needs to fix if there is more than one in a row.</p> <p>Based on the type/quantity of errors, or personal preference:</p> <p>To correct errors directly in Excel file and re-import file, see section 2.2.3.1</p> <p>To correct errors in UI using error handling workflow, see section 2.2.3.2</p>

#### 4.2.3.1 Correct Errors Directly in Excel file and Re-Import File

When correcting errors directly in Excel file, the list of errors in the UI should be referenced in order to understand where and what type of errors they were. The errors can be viewed in the list directly in the UI, or they can be exported into an Excel file.

Step	Screen	Procedure
1	Upload Report Details	<p>To export the Error No and Description into an Excel file , click the Export Icon  in the top right of the List of Errors</p> 

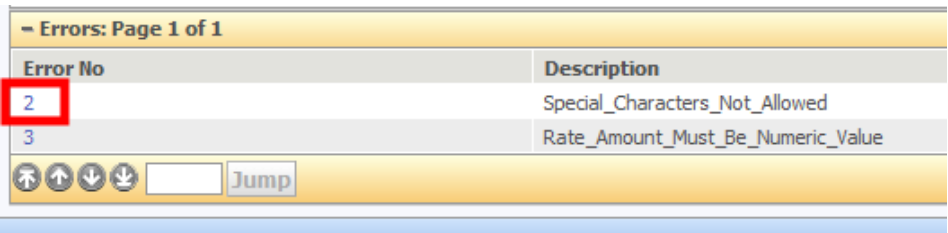
2 File Download Pop Up

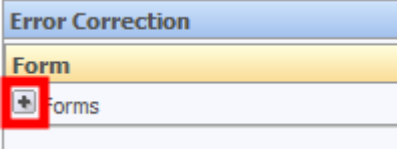
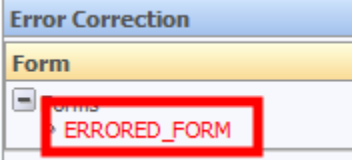
Click Open to open the file download.

The file will contain the Error Number and the Description. The Error No corresponds to the row of data where the error can be found in the Rate Filing Template. However, the first row contains the column headers and is not considered data, therefore the Error No count starts at 1, but starts at row 2, so the error will actually be found in the row that is the Error No +1. For example, Error No 4 actually means there is an error in row 5 of the Excel file.

A	B	C	D	E	
Error No	Description				
2	Special Characters Not Allowed				
3	Rate Amount Must Be Numeric Value				

#### 4.2.3.2 Correct Errors in UI using Error Handling Workflow

Step	Screen	Procedure
1	Upload Report Details	<p>Click the Error No hyperlink to resolve the error(s).</p> 

2	Error Correction	<p>Expand Forms by clicking on the Plus Icon</p>  <p>Click ERRORED_FORM</p>  <p>Request Details will expand. Every column from the Excel spreadsheet with the populated data that was uploaded will display. The error message containing details on what caused the error will display on top of page and a red blinking exclamation point will be to the right of the field containing the error.</p>
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		<div><div><div>Request Details</div><div><div>Special_Characters_Not_Allowed</div><div></div></div><table><thead><tr><th>Name</th><th>Value</th></tr></thead><tbody><tr><td>BidCycleName</td><td>SPRING_2013</td></tr><tr><td>TariffID</td><td>83392</td></tr><tr><td>TariffGroup</td><td>USMCTL</td></tr><tr><td>CustomerCode</td><td>USM-20-13-CO</td></tr><tr><td>TSP</td><td>RDWY94</td></tr><tr><td>TariffServiceCode</td><td>PETL</td></tr><tr><td>OriginHub</td><td>20_13_80204</td></tr><tr><td>OriginHubDescription</td><td>20_13_DENVER_CO_802</td></tr><tr><td>OriginZone</td><td></td></tr><tr><td>OriginZoneDescription</td><td></td></tr><tr><td>DestinationHub</td><td>20_13_61604</td></tr><tr><td>DestinationHubDescription</td><td>20_13_PEORIA_IL_6160</td></tr><tr><td>DestinationZone</td><td></td></tr><tr><td>DestinationZoneDescription</td><td></td></tr><tr><td>RateCode</td><td>80204TO61604PETLUSM</td></tr><tr><td>HistoricTenderID</td><td>NONE</td></tr><tr><td>TenderID</td><td>#</td></tr><tr><td>HistoricRate</td><td>0</td></tr><tr><td>RateAmount</td><td>2.75</td></tr><tr><td>HistoricMinimumCharge</td><td>0</td></tr><tr><td>MinimumCharge</td><td>550</td></tr><tr><td>Status</td><td>Updated</td></tr><tr><td>UpdatedBy</td><td>RDWYRP94</td></tr><tr><td>UpdatedOn</td><td>05/13/2013</td></tr></tbody></table></div></div> <div><div>Make Correction. Once finished, click</div><div>Submit</div></div> <div><table><tbody><tr><td>RateCode</td><td>80204TO61604PETLUSM</td></tr><tr><td>HistoricTenderID</td><td>NONE</td></tr><tr><td>TenderID</td><td>1234</td></tr><tr><td>HistoricRate</td><td>0</td></tr><tr><td>RateAmount</td><td>2.75</td></tr><tr><td>HistoricMinimumCharge</td><td>0</td></tr><tr><td>MinimumCharge</td><td>550</td></tr><tr><td>Status</td><td>Updated</td></tr><tr><td>UpdatedBy</td><td>RDWYRP94</td></tr><tr><td>UpdatedOn</td><td>05/13/2013</td></tr></tbody></table><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></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Status	Updated																																																																							
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UpdatedOn	05/13/2013																																																																							

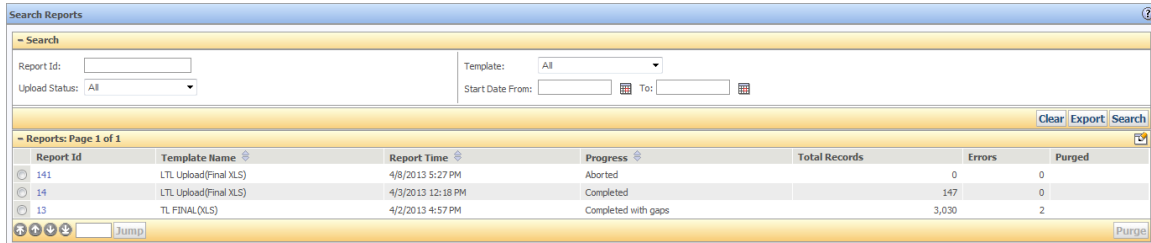


		<div data-bbox="526 199 1159 390" data-label="Image"> </div> <p>This means there was only one error contained within that row of data. Click the Report ID hyperlink to go directly back to the Upload Report Details page for the specific Report ID and continue to step 4.</p> <p><b>2. “Upload Correction was unsuccessful. Please look at the Upload Report for more details!”</b></p> <p>This means there are more errors contained within the row. To navigate back to the Upload Report Details to view the remaining errors for the row, and click OK.</p> <div data-bbox="472 812 1421 867" data-label="Image"> </div> <p>User is directed to Rate Upload Status page which displays a list of all upload reports. Click the Report ID hyperlink to get back to Upload Report Details page and continue with error corrections.</p> <div data-bbox="477 1060 1341 1251" data-label="Image"> </div>
4	Upload Report Details	<p>The Report Details page will be updated to reflect error correction.</p> <p><b><u>If there was only one error in the row:</u></b> the Error No will no longer exist on the list of errors and the total error count will be reduced by one.</p> <p><b><u>If there was more than one error in the row:</u></b> the Error No will still show in the list of errors, the error number will now contain the description of the next error found in the row and the total error count will be the same.</p> <p>For Example: If you were working on Error No 4, if there is more than one error contained in the row after clicking Upload Report Details Error No 4 will still show on list of errors with an updated Error Description and when clicked on again will direct user to correct next error found in row.</p>

#### 4.2.4 Rate Upload Status

Every time an Excel file is uploaded into the system, it is assigned a unique Report ID. The Rate Upload Status page provides a complete list of all Report IDs.

To view a specific Report and the Errors contained within the Report, click on the Report ID hyperlink in the first column. This will direct you to the Upload Report Details page.



Report ID	Template Name	Report Time	Progress	Total Records	Errors	Purged
141	LTL Upload(Final XLS)	4/8/2013 5:27 PM	Aborted		0	0
14	LTL Upload(Final XLS)	4/3/2013 12:18 PM	Completed	147	0	
13	TL FINAL(XLS)	4/2/2013 4:57 PM	Completed with gaps	3,030	2	

**To Delete a Report:** From the Rate Upload Status page, reports can be deleted if they are no longer needed. Select the specific report and click [Purge](#).

#### 4.3 Validate Changes

Whether rates were entered manually in the UI or imported using Excel, the process to validate changes were successfully made is the same.

Note: If there are any errors contained within a row, the entire row will not be updated. For example, there are three editable fields for TL. If two of those fields are correct, and one field contains an error, the entire row will not be updated in the UI until all errors are resolved.

Step	Screen	Procedure
1	Navigation Panel	<p>To validate changes were successfully made, go to Rate Procurement &gt; TSP TL View</p> <p>Complete the following required fields:</p> <p><b>Bid Cycle Name:</b> Enter Bid Cycle Name</p> <p><b>Status:</b> Updated or Not Updated</p> <p>Updated: will return any row of data that has been updated via UI or Excel</p> <p>Not Updated: will return any row that has not been updated</p> <p>Select: will return both Updated and Not Updated</p>

		<div> Status: <input type="button" value="Select..."/> <div> <div>Select...</div> <div>Updated</div> <div>Not Updated</div> </div> </div> <div> Click <input type="button" value="Search"/>. Validate changes were made successfully. </div>
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## Appendix A – Column Descriptions

### Generic Columns and Specific for TL Mgmt

#### **BidCycleName:** Not Editable by TSP

This is the name of the Bid Cycle that houses the tariff and specific lane in the selected row. Example: SPRING\_2013 could be the name of a Bid Cycle that contains all of the tariffs that are open for bid during Spring 2013.

#### **TariffID:** Not Editable by TSP

This is the Tariff # of the tariff template from TM that contains the structure of the lane on which the TSP is bidding.

#### **TariffGroup:** Not Editable by TSP

This is the name of the group to which the particular lane belongs. Specific lanes fall within a group of tariffs that all have the same structure. The Tariff Group must be the primary indicator for determining the type of rate. Other column indicators described below can help but this should be the first identifier that is looked at while filing. The Tariff Group will identify both the rate type as well as the Agency (if there is one). Below is a list of **ALL** current TPI Tariff Groups. For Tariff Groups specifically being bid on this cycle, please reference the Bid Cycle Specific Information in the RFO.

Tariff Group	Description
ABYLTL	Ability One – LTL
ABYTL	Ability One – TL
AKFWDR	Alaska Forwarder
AKTHRU	Alaska Thru
BOCLTL	Census Ground – LTL
BOCTL	Census Ground – TL
CDCLTL	GSS - WDC – LTL

CDCTL	GSS - WDC – TL
CENAIR	Census – Air
DOSLTL	DOS – LTL
DOSTL	DOS – TL
EDCLTL	GSS - EDC - LTL
EDCTL	GSS - EDC - TL
FABHTL	FAA - Backhaul - TL
FABTTL	FAA - Flatbed - TL

FAHSTL	FAA - Hotshot - TL	GENLTL	General and Intrastate AK – Closed Van - LTL
FALBTL	FAA - Lowboy - TL	GENTL	General and Intrastate AK – Closed Van - TL
FASDTL	FAA - Single Double - TL	GNDDTL	General - Drop Deck – TL
FAVLTL	FAA - Closed Van - LTL	GNFBTL	General - Flatbed – TL
FAVTL	FAA - Closed Van - TL	GNGNTL	General - Goose Neck – TL
FEDDTL	Emergency - Drop Deck - TL	GNLBTL	General - Lowboy – TL
FEFBTL	Emergency - Flatbed - TL	GNPUTL	General - Power Units – TL
FEGNTL	Emergency - Goose Neck – TL	GNRVTL	General - Refrigerated Van – TL
FELBTL	Emergency - Lowboy – TL	GNSDTL	General - Step Deck - TL
FEMHTL	Emergency - Mobile Homes – TL	GPOLTL	GPO – LTL
FEPUTL	Emergency - Power Units – TL	GPOTL	GPO – TL
FERVTL	Emergency - Refrigerated Van - TL	NARATL	NARA – TL
FESDTL	Emergency - Step Deck – TL	SSALTL	SSA – LTL
FETTTL	Emergency - Travel Trailer – TL	SSATL	SSA – TL
FEVLTL	Emergency - Closed Van – LTL	USDTL	USDA FSA – TL
FEVTL	Emergency - Closed Van – TL	USMCTL	US Mint - Denver - TL
FPILTL	FPI – LTL	USMPTL	US Mint - Philadelphia - TL
FPITL	FPI – TL	VAMEMC	VA Memorial – CONUS
		VAMEMO	VA Memorial – OCONUS
		WDCTL	GSS Fire – TL

### CustomerCode: Not Editable by TSP

In most cases, if the tariff lane is specific to a particular customer, this field will be populated with the customer identifier. The Customer Code typically includes an Agency and Bureau code, as well as a few characters that more specifically identify the customer. For example, Global Supply Services, WDC Customer Code is GSS-47-09-WDC. If the tariff lane is not customer specific, such as in the case of the GSA General Rates or the Emergency Rates, then the CustomerCode field will be blank since there is no particular customer associated with the selected row. Note that due to the setup of the specific contracts for Government Printing Office (GPO) and Federal Prisons Industry (FPI), these rates will not show a customer Code, even though they are technically specific to a customer agency. Therefore, the primary indicator of the rate type must be the Tariff Group (detailed above). GPO is either GPOTL (TL) or GPOLTL (LTL). FPI is either FPITL (TL) or FPILTL (LTL). Below is a list of **ALL** current TPI Customer Codes. For Customer Codes specifically being bid on this cycle, please reference the Bid Cycle Specific Information in the RFO.

Customer Code	Customer Name
ABY1-95-18	95-18-Ability One
BOC-13-04-IN	13-04-Bureau of Census (JEFFERSONVILLE, IN)
DMA-36-10	36-10-Department of Memorial Affairs
DOS-19-00	19-00-Department of State (WASHINGTON, DC)
FAA-69-05-OK	69-05-Federal Aviation Administration (OKLAHOMA CITY, OK)
FPI-15-14-FPIAS	15-14-UNICOR-FPIAS (Ashland, KY)
FPI-15-14- FPIAZ	15-14-UNICOR-FPIAZ ( Tucson, AZ)
FPI-15-14-FPIBA	15-14-UNICOR- FPIBA (Bastrop, TX)
FPI-15-14-FPIFL	15-14-UNICOR-FPIFL (Miami, FL)
FPI-15-14-FPIGA	15-14-UNICOR-FPIGA (Atlanta, GA)
FPI-15-14-FPIIN	15-14-UNICOR-FPIIN (Terre Haute, IN)
FPI-15-14-FPIKS	15-14-UNICOR-FPIKS (Leavenworth, KS)
FPI-15-14-FPIKY	15-14-UNICOR-FPIKY (Lexington, KY)
FPI-15-14-FPIMC	15-14-UNICOR-FPIMC (Manchester, NY)
FPI-15-14-FPINC	15-14-UNICOR-FPINC (Butner, NC)
FPI-15-14-FPINJ	15-14-UNICOR-FPINJ (Fort Dix, NJ)
FPI-15-14-FPIPA	15-14-UNICOR-FPIPA (Loretto, GA)
FPI-15-14-FPISD	15-14-UNICOR-FPISD (Sandstone, MN)
FPI-15-14-FPITA	15-14-UNICOR-FPITA (Tallahassee, FL)
FPI-15-14-FPITI	15-14-UNICOR-FPITI (Terminal Island, CA)
FPI-15-14-FPITN	15-14-UNICOR-FPITN (Memphis, TN)
FPI-15-14-FPITX	15-14-UNICOR-FPITX (Texarkana, TX)
FPI-15-14-FPIVA	15-14-UNICOR-FPIVA (Hopewell, VA)
FSA-12-01-KC	12-01-Farm Services Agency (Kansas City, MO)
GPO-04-00-GPOCO	04-00-Government Printing Office (Pueblo, CO)
GPO-04-00-GPODC	04-00-Government Printing Office (Washington, DC)
GPO-04-00-GPOMD	04-00-Government Printing Office (Laurel, MD)
GSS-47-09-WDC	47-09-GSS, Western Distribution Center
GSS-47-09-EDC	47-09-GSS, Eastern Distribution Center
NARA-88-00	88-00-National Archives & Records Administration
SSA-28-00-MD	28-00-Social Security Administration, Office of Receiving, MD
USM-20-12-PA	20-12-United States Mint (Philadelphia, PA)
USM-20-12-CO	20-12-United States Mint (Denver, CO)

**TSP: Not Editable by TSP**

This is the “Carrier Code” that is made up of a combination of the 4 character SCAC code + the last 2 digits of the year that the TSP joined GSA’s transportation management program.

**TariffServiceCode:** Not Editable by TSP

This is the service, often descriptive of the mode/equipment type associated with the selected row. Below is a list of **ALL** current TPI Tariff Service Codes. For Tariff Service Codes specifically being bid on this cycle, please reference the Bid Cycle Specific Information in the RFO.

<b>TariffServiceCode</b>	<b>Description</b>
TL	Truckload
LTL	Less Than Truckload
FGTL	FEG TL/LTL - Emergency Service, during business hours
FMTL	FEM TL/LTL - Emergency Service, after business hours
CFTL	Chilled or Frozen Goods - Refrigerated Van TL Service
DRTL	Dry or Canned Goods - Closed Van TL Service
NKTL	Nickel TL service -CV
PETL	Penny TL service -CV
FIRE	Fire Suppression Support Services - Truckload (TL)
BC2D	Bureau of Census Air: Second Day
BC3D	Bureau of Census Air: Third Day
BCND	Bureau of Census Air: Next Day
BCNF	Bureau of Census: Priority/ Next Flight

**OriginHub:** Not Editable by TSP

If populated, this is the code that indicates the origin of the lane for the selected row. In TPI, a hub is used for any specific street-address locations. The naming convention for the Hubs is typically as follows:

2 digit Agency Code + 2 digit Bureau Code + Zip code of the Hub

For example, the Western Distribution Center Hub ID is 47\_09\_95231. 47\_09 is the Agency Bureau Code for GSS and 95231 is the zip code for the Western Distribution Center. The Eastern Distribution Center Hub ID is 47\_09\_08016.

Below is a list of **ALL** current TPI Agency\_Bureau codes and the associated SRO Agency. For Agency\_Bureau/SRO Agency combinations specifically being bid on this cycle, please reference the Bid Cycle Specific Information in the RFO.

<b>Agency_Bureau</b>	<b>SRO Agency</b>
13_04	Bureau of Census (BOC)
20_13	US Mint (USM)
28_00	Social Security Administration (SSA)
36_10	Department of Memorial Affairs (DMA)
47_09	Global Supply (GSS)
69_05	Federal Aviation Administration (FAA)
88_00	National Archives & Records Administration (NARA)

95_18	Ability One/NIBNISH
15_14	Federal Prisons Industry (FPI)
04_00	Government Printing Office
12_01	United States Dept of Agriculture (USDA) Farm Service Agency (FSA)

**OriginHubDescription:** Not Editable by TSP

This field provides a description of the previous column: OriginHub.

**OriginZone:** Not Editable by TSP

If populated, this is the code that indicates the origin of the lane for the selected row. In TPI, a zone is used to denote a geographical area. It can be as small as 1 zipcode, a grouping of zipcodes, a county, a city a state, a grouping of states etc. All zones except those defined by a standard 2 character state code (e.g. NJ, NY, etc) are listed in the table below. The naming convention for the zones is similar to the hub naming convention. It typically includes the 2 character Agency\_Bureau code with an additional identifier, based on the rules of the SRO.

**OriginZoneDescription:** Not Editable by TSP

This field provides a description of the previous column: OriginZone.

Note – Any one row/lane can only have one origin. The origin can either be a Hub or a Zone, not both.

**DestinationHub:** Not Editable by TSP

If populated, this is the code that indicates the destination of the lane for the selected row. In TPI, a hub is used for any specific street-address locations.

**DestinationHubDescription:** Not Editable by TSP

This field provides a description of the previous column: DestinationHub.

**DestinationZone:** Not Editable by TSP

If populated, this is the code that indicates the destination of the lane for the selected row. In TPI, a zone is used to denote a geographical area. It can be as small as 1 zipcode, a grouping of zipcodes, a county, a city a state, a grouping of states etc.

**DestinationZoneDescription:** Not Editable by TSP

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This field provides a description of the previous column: DestinationZone. Note – Any one row/lane can only have one destination. The destination can either be a Hub or a Zone, not both.

**RateCode:** Not Editable by TSP

This is a code that defines the rate being provided. After the Tariff Group, this is the second most useful piece of identifying information to determine what the rate is for. In most cases the naming convention of the Rate Code includes an identifier of the origin, the word “TO”, an identifier of the destination, the name of the service and the SRO ID. For example, a rate code for a lane for truckload service lane that begins in Alabama, ends in Texas and is for the Department of State SRO would have a rate code of “ALTOTXTLDOSGN”. A rate code for a lane with TL service that originates at the Western Distribution Center (GSS) and ends in the destination zone described by SRO ID CDC30 would have a rate code of 95231TO47\_09\_CDC30TLCDC30. The full list of SROIDs is included in the GSA Request for Offers (RFO) and Standing Route Orders (SRO) for this filing cycle.

**HistoricTenderID:** Not Editable by TSP

If the TSP bid on the exact same lane in the most recent cycle, this field will have the Tender ID that was associated with the historic rate.

**TenderID:** Editable by TSP

This is the first of three editable fields for TSP input for TL rates. It allows up to four characters and is for the TSP input into the new rate code. Once submitted, these 4 characters will be joined with the SRO ID for the lane and will create the new Tender ID in TM. For example, if the TSP inputs 1234 for the “Tender ID” field, and the SRO ID for that row is GENFB (Indicating General Flatbed rate), the 1234 will be joined with the GENFB and the new Tender ID for this rate in TM will be 1234GENFB. Therefore, when this rate is selected, the Tender ID that will print on the Bill of Lading (BOL) is 1234GENFB.

Note: Historic Tender IDs began with either a “G”, “N” or “A” character, indicating whether the associated rate was “General”, “Non-alternating” or “Alternating”, respectively. Beginning in Spring, 2013, this character will no longer exist in the Tender ID. Instead, the Tender ID will be comprised of up to 4 character input from the TSP and the 5 character SRO ID.

Note: Historically, the SRO ID for General closed van rates was “blank.” Beginning in Spring, 2013, the SRO ID for General closed van rates will be “GENCV.”

**HistoricRate:** Not Editable by TSP. For Truckload Rates Only.



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If this field is populated, it will contain the TL dollar per mile rate that the TSP bid during the most recent cycle for this particular lane. If this field is empty, either the TSP did not bid on this lane during the most recent bid cycle, or the lane is new and did not exist during the most recent bid cycle.

**RateAmount:** Editable by TSP. For Truckload Rates Only.

This is the second of three editable fields for TSP input for TL rates. If the TSP chooses to bid on the specified lane, the TSP user should input a monetary value for the dollar per mile that s/he would like to bid. For example, if the TSP would like to bid \$1.45 dollars/mile for a particular lane, s/he would enter 1.45 into this field.

**HistoricMinimumCharge:** Not Editable by TSP. For Truckload Rates Only.

If this field is populated, it will contain the TL dollar value minimum charge that the TSP bid during the most recent cycle for this particular lane. If this field is empty, either the TSP did not bid on this lane during the most recent bid cycle, or the lane is new and did not exist during the most recent bid cycle.

**MinimumCharge:** Editable by TSP. For Truckload Rates Only.

This is the third of three editable fields for TSP input for TL rates. If the TSP chooses to bid on the specified lane, the TSP user should input a monetary value for the minimum charge that s/he would like to bid. For example, if the TSP would like to bid a minimum charge of \$200 dollars for a particular lane, s/he would enter 200 into this field.

**Status:** Not Editable by TSP

This will either be populated as “Updated” or it will be blank. If it shows “Updated” then one of the three editable fields has been updated by a TSP user. If it is blank, then none of the editable fields in the record have been updated.

**UpdatedBy:** Not Editable by TSP

If this is populated, it shows the user name of the most recent user to update any of the three editable fields in the selected row. If this is not populated, the row has not yet been updated.

**UpdatedOn:** Not Editable by TSP

If this is populated, it shows the date on which a user made the most recent update any of the three editable fields in the selected row. If this is not populated, the row has not yet been updated.

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**OpenBidDate:** Not Editable by TSP

This is the first date that the TSP can bid on the lanes in this Bid Cycle.

**CloseBidDate:** Not Editable by TSP.

This is the last date that the TSP can bid on the lanes in this Bid Cycle.

**SystemID:** Not Editable by TSP.

This is a unique system-produced ID that identifies all of the critical data items associated with any particular row. There is one SystemID per row. It is used in error management and for uploading rates back into the system.

## Specific Columns for LTL Mgmt

**HistoricSurchargePercentage:** Not Editable by TSP. For Less-Than-Truckload Rates Only.

If this field is populated, it will contain the LTL % value that the TSP bid during the most recent cycle for this particular lane. If this field is empty, either the TSP did not bid on this lane during the most recent bid cycle, or the lane is new and did not exist during the most recent bid cycle.

**SurchargePercentage:** Editable by TSP. For Less-Than-Truckload Rates Only.

This is the second of four editable fields for TSP input for LTL rates. If the TSP chooses to bid on the specified lane, the TSP user should input a % value for the upcharge/discount that s/he would like to bid. For example, if the TSP would like to bid 110% for a particular lane, s/he would enter 110 into this field. This value will then be multiplied by the base value provided in the LTL base table from the STOS in order to create the rate that the TSP bid for this lane.

**HistoricHeavyLTLPercentage:** Not Editable by TSP

If this field is populated, it will contain the Heavy LTL % value (previously called TL %) that the TSP bid during the most recent cycle for this particular lane. If this field is empty, either the TSP did not bid on this lane during the most recent bid cycle, or the lane is new and did not exist during the most recent bid cycle.

**HeavyLTLPercentage:** Editable by TSP. For Less-Than-Truckload Rates Only.

This is the third of four editable fields for TSP input for LTL rates. If the TSP chooses to bid a heavy LTL % (previously called TL %) on the specified lane, the TSP user should input a % value for the upcharge/discount that s/he would like to bid. For example, if the TSP would like to bid 110% as the Heavy LTL Percentage for a particular lane, s/he would enter 110 into this field. This value will then be multiplied by the base value provided in the LTL base table from the STOS in order to create the rate that the TSP bid for this lane.

**HistoricMinimumChargePercentage:** Not Editable by TSP

If this field is populated, it will contain the Minimum Charge % that the TSP bid during the most recent cycle for this particular lane. If this field is empty, either the TSP did not bid on this lane during the most recent bid cycle, or the lane is new and did not exist during the most recent bid cycle.

**MinimumChargePercentage:** Editable by TSP. For Less-Than-Truckload Rates Only.

This is the fourth of four editable fields for TSP input. If the TSP chooses to bid a minimum charge on the specified lane, the TSP user should input a % value for the upcharge/discount that s/he would like to bid. For example, if the TSP would like to bid 110% for minimum charge for a particular lane, s/he would enter 110 into this field. This value will then be multiplied by the base value minimum charge provided in the LTL base table from the STOS in order to create the minimum that the TSP bid for this lane.

## Specific Columns for Accessorial Mgmt

**TariffChargeCode:** Not Editable by TSP

This is the identifier for the accessorial.

**ChargeCodeDescription:** Not Editable by TSP

This is the full name/description of the accessorial.

**RateCode:** Not Editable by TSP

For accessories in TPI, all accessories have a \* rate code. This indicates that it is a rate that applies across all lanes on that tariff.

**RangeToUnits:** Not Editable by TSP

For any accessorial that is applied across a range, there will be a different line item so that the TSP can input their rate for that section of the range.

**HistoricRate:** Not Editable by TSP

This is the historic dollar value for the specific accessorial. NOTE: In previous cycles, TSPs used to bid percentages for accessories, based on base values written in the STOS. However, these percentages were then multiplied by the base value, to come up with a dollar value to be input into the system. Therefore, the historic rate field is populated with the historic rate (old TSP % X STOS base value). Going forward, TSPs will be bidding dollar values for all accessories. Any values in the STOS are purely for reference. If a forklift costs \$10/unit, the TSP should enter \$10 into the rate field.

**RateAmount:** NOT Editable by TSP

Beginning in the Spring, 2013 rate cycle, TSPs will be bidding dollar values for all accessories. Any values in the STOS are purely for reference. If a forklift costs \$10/unit, the TSP should enter \$10 into the rate field. **Please keep in mind accessories have different units associated with them (distance, weight etc). For accessories where the unit is a dollar (e.g. Charge ID 50, 75 etc), you are putting a rate per dollar. So, for example, for accessory 75, if you bid a rate of \$1, and the value entered on the shipment for Charge 75 is \$20 then the calculation will be  $\$20 \times \$1 = \$20$ . However, if you put \$0.8 then the calculation will be  $\$20 \times \$0.8 = \$16$ . To get a complete listing of all Accessories and their associated units, please reference the STOS.**

**HistoricMinimumCharge:** Not Editable by TSP. For Accessorial Rates Only.

This is the historic dollar value minimum charge for the specific accessory. Note – see definition for Accessorial “HistoricRate” to understand the way Accessories used to be bid versus the way they will be bid during Spring, 2013 cycle and moving forward.

**Minimum Charge:** Editable by TSP

This is the dollar value minimum charge that the TSP would like to bid for the specific accessory. See definition for Accessorial “HistoricRate” to understand the way Accessories used to be bid versus the way they will be bid during Spring 2013 cycle and moving forward.

**NOTE: For accessories that have range breaks, (ex: 1030) there can only be one minimum charge across all range breaks. If different minimum charges are submitted via the UI or Export, the system will automatically apply the minimum charge entered for the highest range break to all other range breaks.**